

ACCOUNTING PROCEDURE

TOPIC: Section 2--Cash and Cash Equivalents 7.0	EFFECTIVE DATE: 2/1/00
TITLE: Procedures and Contact for Lockbox Issues	REVISION DATE: 2/7/03
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BACKGROUND

This policy includes contacts for lockbox issues at the division level, at the Office of the State Treasurer, and at the State's working bank. This policy also includes procedures for making coding string changes to the lockbox, and for making changes to the lockbox, which involves the State's working bank.

POLICY

REVIEW OF THE CODING FROM THE LOCKBOX

Divisions do the initial review, daily reconciliation and assignment of the coding from the lockbox. After the division reviews the coding, the lockbox coding is sent to the Bureau of Fiscal Services (BFS)/Special Services & Financial Statements (SSFS) who deals with these deposits.

In some instances, divisions may identify a payment that does not belong to that division. This item is highlighted for review by SSFS staff. SSFS staff will determine coding for the payment. If a payment is within a division that is part of the Department of Health and Family Services (DHFS), SSFS staff will contact the division for consensus on the coding for this payment. If the division does not agree with the proposed payment coding, SSFS staff will contact the BFS Lead Accountant for this division to obtain final resolution of the coding. SSFS staff will accept the final coding only from the division's BFS Lead Accountant. In all other cases, SSFS staff will refund the payment back to the appropriate vendor.

For reconciliation purposes, all lockbox deposit vouchers/journal vouchers should be completed on a timely basis and as close to month end as possible.

CHANGES TO LOCKBOX CODING STRINGS

Changes to lockbox coding strings must be coordinated through the BFS lead accountants for the DHFS divisions. The lead accountants will forward changes and updates to SSFS staff.

Changes to WiSMART coding should be coordinated through the BFS lead accountants, the Office of the State Treasurer, and staff in the BFS Director's Office.

CHANGES TO THE LOCKBOX INVOLVING THE STATE WORKING BANK

The State Working Bank is currently US Bank. Any changes that involve US Bank should be coordinated through staff in the BFS Director's Office. An example of this type of change would be the revision of documents flowing through the lockbox. Staff in the BFS Director's Office will contact the bank with changes. US Bank will only accept changes to the lockbox from the BFS Director's Office.

CONTACTS

Division Contacts for Lockbox Issues

The division's fiscal/purchasing liaisons will serve as division contacts on lockbox issues unless otherwise specified by the division.

Contact at the Office of the State Treasurer

The lockbox contact at the Office of the State Treasurer is:

Colleen Cox, Internal Operations
608-266-3407

Contacts at US Bank

Primary Contact:

Barb Rake

Lockbox Customer Service, US Bank
414-765-4752

Responsibility: Processing of wholesale and retail lockbox items, problem resolution

When to contact this person: Questions on day-to-day processing issues.

Secondary Contacts:

Pat Kinzel

Customer Service Team Leader, US Bank

Responsibility: Daily operation inquiries

When to contact this person: Questions on new services to be provided or on ongoing problems that have not been resolved.

Marti Croak

Vice President, US Bank

Responsibility: Design and installation of cash management services

When to contact this person: Requests to change the lockbox.

Contacts in SSFS

Lora Affholder (DPH, DHCF)
Special Services & Financial Statements
(608) 266-1610

Jerry Ruffin (DSL)
Special Services & Financial Statements
(608) 261-6379

Ken Thyberg
Special Services & Financial Statements
(608) 261-6315

Sally Acuff, Chief
Special Services & Financial Statements
(608) 266-9576

Contacts in BFS Director's Office

Jeff Reiter
(608) 261-5981

Cheryl Thompson, Deputy Director
Bureau of Fiscal Services
(608) 266-2019